### RECREATION, LIBRARIES & AUTHORITIES COMMITTEE

11-0308R

RESOLUTION AUTHORIZING PROPER CITY OFFICIALS TO ACCEPT A GRANT FROM THE NE MN STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP), IN THE AMOUNT OF \$6,500 FOR THE PURCHASE OF BICYCLE RACKS.

#### CITY PROPOSAL:

RESOLVED, that the proper city officials are hereby authorized to accept a grant from the NE MN statewide health improvement program in the amount of \$6,500 for the purchase of bicycle racks, funds to be deposited in Fund No. 110-121-1219-4270 (General, Public Administration, Parks & Recreation) and to execute a grant agreement substantially the same as that on file in the office of the city clerk as Public Document No. \_\_\_\_\_\_\_\_\_.

Approved:

Department Director

Approved for presentation to council:

Chief Administrative Officer

Approved as to form:

Approved:

Amor

PARKS/ATTY

Auditor

Attorney

TLL:dma

06/03/2011

STATEMENT OF PURPOSE: This resolution authorizes the proper city officials to accept a grant from the NE MN Statewide Health Improvement Program (SHIP) in the amount of \$6,500. This grant will be used to purchase bicycle racks to be installed in selected Hillside parks. The goal is to increase bicycle use by providing secure bike parking. The grant includes matching in-kind services valued at \$4,170, said in-kind services to include supplies and labor to install the racks at six locations.



# Carlton - Cook - Lake - St. Louis Community Health Board

404 West Superior Street, Suite 220 Duluth, MN 55802 Phone: 218 733-2860 • Fax 218 723-4679

May 3, 2011

City of Duluth
Parks and Recreation
Attn: Kathleen Bergen
12 E. 4<sup>th</sup> Street
Duluth, MN, 55805

Dear Ms. Bergen,

We are pleased to inform you that your organization has been awarded a grant for \$6,500.00 through the NE MN Statewide Health Improvement Program (SHIP) for bike racks in Hillside parks. The grant review team views this project as having the potential to make a significant impact on improving active living in your community.

As a SHIP grant recipient, your organization is required to adhere to the conditions outlined below:

- 1. Notify the Community Health Board of any proposed changes to the scope of work outlined in the grant application prior to implementing the change.
- 2. Maintain a detailed accounting of grant funds by the line items listed in the grant application budget. Notify the Community Health Board for approval to move 10% or more of the funds between budget line items. Receipts for purchases exceeding \$500 will be requested in the final report once the project is completed.
- 3. Submit a report of grant activities along with an accounting of funds spent within 30 days of completion of the project. The SHIP Coordinator you are working with on this project will provide this document to you and assist in filling it out. (If the grant requires more than 6 months to be completed an interim report may be requested.)
- 4. Respond to periodic requests from the Community Health Board staff for information related to grant activities.

The Community Health Board funding is pursuant to an Agreement between the Community Health Board and the Minnesota Department of Health, effective July 2009, and subsequently amended. That Agreement applies to all, including grantees. Those provisions include limitations on lobbying and otherwise. We would be happy to answer any questions you have regarding these items, and will furnish you with a copy of the Agreement, the amendments, and a formal Agreement form on request.

Director: Julie Myhre – JulieM@communityhealthboard.org
Finance & Information Specialist: Stacy Stuber – StacyS@communityhealthboard.org
NE MN ATOD Prevention Coordinator Laura Bennett: LauraB@communityhealthboard.org
Regional SHIP Coordinator: Patrick Maloney PatrickM@communityhealthboard.org

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We ask that the authorized representative of your organization sign this letter and return a copy to us at the address listed below. (The signee should be the same individual that signed the grant application.) Please keep one copy for your records.

Carlton-Cook-Lake-St. Louis (C - C - L - STL) Community Health Board Attn: Patrick Maloney 404 West Superior St. Suite 220 Duluth MN 55802

We wish you well as you move to implementing this project. Please contact me anytime throughout the grant period if you have questions, 218-733-2866 or PatrickM@communityhealthboard.org

Sincerely,	,
	and S
1111/1/1	Call -
Patrick Malo	nex
Regional SH	IP Coordinator

Mary Bodie

Chair

C-C-L-STL Community Health Board

Julie Myhre
Director

C-C-L-STL Community Health Board

The undersigned acknowledges and agrees to the foregoing as a condition of receipt of funds.

Authorized Signature	Sign
Print Name	
Title	
Organization	
Date	

# CITY OF DULUTH

Ву		
<u> </u>	Mayor	
Attest:		
	City Clerk	
Countersigned:		
City Auditor		
Approved as to	form:	
City Attorney		

## NE MN SHIP Mini-Grant Application Budget Outline Form

Name of Organization: Duluth Parks and Recreation

Budget Categories	Matching Dollars	In Kind	Dollar Amount Requested from SHIP	Total Project Budget
Supplies cement for mounting racks at 6 locations		\$3,000		
Staff Time 2 staff @ \$25.00 per hr for 18 hours Insurance, benefits, and related taxes		\$900.00 \$270.00		
Promotional materials, printing *List items and costs for each item:				
Equipment *must be valued less than \$5,000 *List items and costs for each item: 6 Bike Racks from Dero plus shipping and taxes			\$6500.00	
Other				
Total			\$6500.00	

The undersigned approves submission of this grant application with the understanding that, if funding is awarded, the project will be implemented as described in this proposal. Upon completion of the project, the applicant organization is required to submit a report on the results of the project utilizing the SHIP grant reporting form.

4-15-11
Signature of Authorized Representative
Date
(This should be the same individual that is listed on the front of the application.)

Kathleen Bergen, Manager		
Print Name and Title		
	4-15-11	
Signature of SHIP Coordinator	Date	

**Revision: 2/22/11** 

Submit one copy electronically and one hard copy via US mail to:
PatrickM@communityhealthboard.org
Patrick Maloney, SHIP Regional Coordinator

Carlton-Cook-Lake-St. Louis Community Health Board 404 W Superior St. Suite 220, Duluth, MN 55802 For questions contact: Patrick Maloney at 218-733-2866.

**Revision: 2/22/11**